



RECORDS RETENTION AND DISPOSITION SCHEDULE

Protection And Advocacy Services Commission

Agency: Protection And Advocacy Services Commission Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2011-18	REP-PAYEE REVIEWS Reviews of representative payee agencies for Social Security recipients. Files include Social Security Administration Form 639 and supporting documents. Disclosure of these records may be affected by IC 5-14-3-4(a)(9).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, five (5) years after the end of the federal fiscal year to which the file applies.
2	83-1480	CASE RECORD - ACTIVE File contains material related to opening, managing and closing a case, such as correspondence documenting attempts to resolve problems, school, medical, and psychiatric records, client demographic information, problem information, legal action and case service notes. The detail screen from the agency's current case management system should be printed and added to the hard copy file on case closure; all other electronic material is already represented in the hard copy files. Disclosure of these records may be affected by IC 5-14-3-4(a)(9).	TRANSFER hard copy file to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, five (5) years after the end of the federal fiscal year in which the case is closed.
3	88-524	SYSTEMS ADVOCACY PROJECTS File is arranged by federal fiscal year. Records deal with improvements to the services delivery system but by program rather than individuals. File could contain extensive correspondence and comments on draft guidelines or reports and publications based on findings from investigations into the services delivery system. Retention based on 34 CFR 75.731.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, five (5) years after the end of the federal fiscal year to which the file applies.
4	88-538	GRANTS FILES Grants files will typically contain expenditure reports, also known as Financial Status Reports, approved or disapproved budget requests to the awarding agency and the agency's response. Some files may include correspondence or as little as a disapproved grant application. Retention based on 34 CFR 75.730-732.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after ten (10) federal fiscal years.